

# JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102  
(415) 865-4370 Web site: [www.courtinfo.ca.gov/jobs](http://www.courtinfo.ca.gov/jobs)

## EMPLOYMENT OPPORTUNITY

**JOB TITLE: COURT SERVICES ANALYST**

**LOCATION: San Francisco, California**

**JOB REQUISITION: 2672**

### OVERVIEW

The Judicial Council of California, Administrative Office of the Courts (AOC), is accepting applications for the position of Court Services Analyst with the Office of the Secretariat, Executive Office Programs Division. The individual elected will be appointed at a level commensurate with the skills and experience of the successful candidate.

### DEPARTMENT STATEMENT

#### OFFICE OF THE SECRETARIAT-EXECUTIVE OFFICE PROGRAMS DIVISION

The Office of the Secretariat works to ensure that Judicial Council business meetings focus on well-planned and well-prepared policy issues; coordinates the Judicial Council meeting calendar and materials; supports the council and advisory committee nomination process; maintains records of circulating orders and appointments; organizes orientations for Judicial Council members and advisory committee chairs; coordinates the Judicial Council's outreach efforts to judicial officers; and prepares minutes of Judicial Council business meetings.

### RESPONSIBILITIES

- Research and analyze issues, and prepare draft white papers presenting alternatives with findings and pros/cons;
- Coordinate and facilitate meetings with court leaders and AOC representative (including providing administrative support); prepare meeting materials including letters of invitation, discussion questions, annotated agendas, background materials, PowerPoint presentations, etc.
- Prepare draft summary meeting minutes of multifaceted and sensitive discussions;
- Prepare preliminary budgets and perform other financial planning tasks;
- Staff other projects and activities as assigned;
- Coordinate with advisory committees and working groups as well as staff to those entities;
- Keep manager and other designated staff informed on all communications and assignments; and
- Participate in staff meetings, training sessions, and perform other duties as required.

### QUALIFICATIONS

#### EDUCATION AND EXPERIENCE

Equivalent to possession of a bachelor's degree, preferably with major course work in court, public, or business administration, and three years of professional analytical or managerial experience in court or governmental operations, administration, management, or review.

OR

Two years as a Staff Analyst with the judicial branch in court operations, administration, or management.

Experience in a field related to the work may be substituted for the education on a year-for-year basis. Possession of an additional, directly-related postgraduate degree or certification from the Institute for Court Management (ICM) may be substituted for one of the years of required experience.

Professional experience should include knowledge of:

- Preparing and presenting analyses for management or court or agency leaders;
- Planning, and organizing high level meetings;
- Experience in gathering information, compiling findings, and preparing reports;
- Planning, prioritizing, and coordinating multiple work activities while meeting critical deadlines;

Professional experience should include the ability to:

- Be proactive and adapt to frequent changes in priorities and deadlines;
- Establish and maintain effective working relationships with diverse groups;
- Analyze and solve problems;
- Communicate effectively both orally and in writing;
- Establish and maintain effective working relationships with colleagues and others contacted in the course of the work.
- Proficiency with software applications, such as MS Outlook, PowerPoint Word, Excel, and Access

#### **DESIRABLE QUALIFICATIONS**

- Knowledge of court and/or public administration.
- Familiarity with the policies and practices of the Judicial Council or with those of another governing board.
- Experience writing letters, memorandums, and reports.

#### **HOW TO APPLY**

To ensure earliest consideration of your application, please apply by October 6, 2006, however this position will remain open until filled. To complete an online application, please visit our Web site at [www.courtinfo.ca.gov/careers/view.htm](http://www.courtinfo.ca.gov/careers/view.htm), select job category "Policy/Prog. Dev (Legis. Advo)", and search for Job Req-2672, Court Services Analyst. This position requires the submission of our official application.

OR

To obtain a printed application, please visit:

Administrative Office of the Courts  
455 Golden Gate Avenue, 7th Floor  
San Francisco, California 94102-3688  
415-865-4272 Telecommunications Device for the Deaf

#### **PAYMENT & BENEFITS**

##### **SALARY RANGE**

\$5,325 – \$6,471 per month

(Starting Salary may vary between \$5,325 - \$5,857 per month)

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$105 transit pass subsidy per month
- CalPERS Retirement Plan
- 401 (k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

**The Administrative Office of the Courts Is an Equal Opportunity Employer.**

**A supplemental questionnaire follows this announcement.**

**Supplemental Questionnaire**  
**for**  
**Court Services Analyst**  
(Job Req-2672)

You must submit your responses to the following supplemental questions with your application to be considered for this position. Your responses will assist in the review of your work experience and assessing your qualifications for this position.

1. Describe your analytical and administrative experience with staffing a professional committee or conference (include the size of the project or conference and your specific role).

2. Describe your experience with writing memoranda/reports and memorializing group deliberations/decisions.

3. Please describe your experience, if any, with drafting policies or policy proposals.

4. Describe your experience and role in working on a team in completing a work assignment (e.g., a complex or time-sensitive project).